

# **Monitoring Report Form Preparation and Mailing Guidelines**

There are three types of NJPDES Monitoring Report Forms (MRFs) which can make up your reporting package. They are: Discharge Monitoring Reports (DMRs), Waste Characterization Reports (WCRs), and Residuals Transfer Reports (RTRs).

To facilitate the handling and processing of Monitoring Report packages submitted to NJDEP, so that they are acknowledged and data entered in a timely manner, the following guidelines are suggested to persons preparing submissions for mailing to the Department:

1. Make sure all reporting forms are properly completed (see enclosure that addresses common reporting mistakes) and that each type of form is collated in the proper page number order.
2. Make sure that each Monitoring Report Transmittal Form (and Supplemental Certification form as discussed in the enclosure) is signed by the proper individuals, in accordance with the enclosures.
3. Each monitoring report form is handled and data entered as an individual submission. Please avoid stapling multiple forms together. Ideally, individual forms should be stapled in the upper left hand corner, as the form is viewed. Improperly stapled forms must be disassembled and restapled by BPM staff. This is inefficient and slows the processing of the submittals.
4. Do not attach lab data sheets to monitoring report submissions. All required data must be entered on the monitoring report forms as indicated. The lab data sheets should be maintained at the facility and be available for inspection by Department personnel.
5. Use the orange mailing labels provided by the Department. This will ensure that the reporting package is properly routed by the Department's Mail Room. Some permittees continue to use addresses that are out of date. Additionally, do not put the permitting bureau case manager's name on the submission. These actions only delay the forwarding of mail to the Bureau of Permit Management. The proper address for submission of all NJPDES monitoring report forms is:

**Division of Water Quality**  
**Bureau of Permit Management**  
**Attn: Monitoring Report Forms** *(optional)*  
**PO Box 029**  
**401 East State Street, 3<sup>rd</sup> Floor East** *(for FedEx, UPS, etc. deliveries)*  
**Trenton, New Jersey 08625-0029**

If you have questions about packaging or mailing your reporting forms, please contact the Bureau of Permit Management at (609) 984-4428.